Direct Accountability Program (DAP) Internal/External Job Posting
Part-Time/Relief Community Justice Worker & ASAP/CSI Counsellor

Position: Part-Time/Relief Community Justice Worker & ASAP/CSI Counsellor

Function: The purpose of this position is to:

1. Provide back-fill coverage as needed at either of the two Finch Court DAP sites.
2. Facilitate the Anger and Substance Awareness Program (ASAP) / Counselling, Support, Intervention (CSI) Program

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Reports to: DAP Team Leader

Schedule: 7.5 - 15 hours each week / On call

Salary: Starting at $19.16 per hour (JHST salary grid – grade 3)

Overview: The Anger and Substance Awareness program is MAG-funded program component of the Direct Accountability Program. The two session interactive program addresses the correlated issues of anger and substance use simultaneously within a group context. The ASAP provides increased awareness of self-monitoring tools focused on anger management and harm reduction techniques. The Counselling Support and Intervention program is a MAG-funded solution-focused, brief counselling component of the DAP that seeks to provide clients referred through the DAP with individualized supportive counselling and referral services.

Responsibilities:

- Complete individual intake assessments for clients referred by CJWs through the DAP to the ASAP/CSI program
- Facilitate the Anger and Substance Awareness Program (ASAP) / Counselling, Support, Intervention (CSI) Program
- Maintain Accurate records and case notes of ASAP/CSI clients' attendance and progress.
- Provide completion reports in a time-efficient manner to referring CJWs.
- Work co-operatively with referring CJWs, Crown Attorneys, Duty Counsel, Defence Counsel, DAP clients and other significant stakeholders within the Criminal Justice system.
- To provide coverage at either Finch Courts within the DAP as required.
- Provide individual assessments for DAP clients to determine appropriate community-based sanctions, and assist them with their specific needs, ie: community placements, crisis intervention, mental health supports, etc.
- Assist in arranging and monitoring community service work for individual clients.
- Complete administrative paperwork as required including processing monetary contributions.

- Maintain accurate DAP records and documentation i.e. client files, statistical reports, ledgers, etc.
- Attend and represent the John Howard Society of Toronto at designated MAG meetings and or required MAG training.
- Monitor client compliance with community-based sanctions.
- Make referrals to appropriate community resources for clients with special needs.
- Assist in supervision of students/volunteers from time to time.
- To attend and participate in staff meeting and professional development sessions as required.
- To perform other duties or assignments as directed by the Team Leader or the Executive Director.

Qualifications:

- Community college diploma and/or B.A. degree in related discipline plus related experience or a combination of experience and advance training.
- Minimum of two (2) years' experience in criminal justice field.
- Experience in group facilitation.
- Knowledge of crisis intervention techniques.
- Good written and oral communication skills.
- Intermediate-Advanced word processing skills.
- Knowledge of community resources.
- Experience in community outreach.
- Ability to work in a team setting.
- Good interpersonal skills.

The John Howard Society is an equal opportunity employer and a United Way member agency.

Please submit all cover letters and resumes in confidence by email to Sophia Cousins-Williams, DAP Team Leader at SWilliams@jhst.ca by 12 noon on Friday March 15, 2019. Thank you.